

1 December 1951

TO : Wage and Classification Division
VIA : ADMIN
FROM : Chief, FDM
SUBJECT: Upgrading of Slot

1. We request herewith that Slot No. 774 on the [REDACTED] Departmental T/O be upgraded from GS-7 to GS-9 and retitled Chief Clerk.

25X1A8a

2. With the growth of [REDACTED] departmental organization, it has been necessary to put a responsible and mature person with administrative and clerical experience of many years standing within CIA and its predecessor organizations in charge of all document recording, stenographic and clerical pool, training of administrative and clerical personnel for overseas assignments and related responsibilities. The person occupying this slot must direct the activities of three departmental clerk-stenographers and from two to three administrative trainees. In addition, he must direct the carrying out of all name-checks by varying numbers of junior case-officer trainees, the writing of internal and liaison correspondence and a variety of other office management problems. In view of this it is felt that the re-classification of this slot to GS-9 is eminently justified.

25X1A8a

[REDACTED]

25X1A9a

[REDACTED]

25X1A9a

*Approved
Class & Wage
ms. 4/28/52*

~~SECRET~~

JAN 31 1952